



Human Resource Institute

Workforce Planning (Career and Workforce Planning Focus) Courses

*“Advancing and Stretching
Your Knowledge”*

| Courses: | Contact Hours: |
|--|-----------------------|
| Advanced Access | 3.25 |
| Advanced Consulting Skills | 6.5 |
| Advanced Excel | 3.25 |
| Advanced Metrics/Statistical Analysis/Demographics/ Surveys | 6.5 |
| Career Planning & Succession Planning | 6.5 |
| Coaching and Mentoring | 6.5 |
| Employment Law: Personnel Recruitment and Selection Process | 3.25 |
| Financial and Budgeting Concepts | 6.0 |
| Fundamentals of Benefits | 13 |
| Fundamentals of Compensation | 13 |
| Hiring the Right Person: Using a Behavioral Interviewing Technique | 6.5 |
| Introduction to the Commonwealth Personnel Management Information System (PMIS) or equivalent | 6.5 |
| Overview of Total Compensation | 3.25 |
| Personal and Professional Development Planning | 6.5 |
| Recruiting, Staffing, Retaining the Workforce | 13 |
| Salary Survey Tools and Trends | 3.25 |
| Understanding Workforce Planning | 3.25 |